

Subject: Website

Effective Date: April 2007

Reviewed by: Communications Director

Approved by: APIC MN Board of Directors

Revision Dates: 3/2021

POLICY

1. To provide resources to support the educational and training needs of members.
2. To provide information on meetings, events, and committee activities.
3. To provide APIC MN members with access to bylaws, policies, Board members, membership roster, and other essential information.

PURPOSE

To outline the procedure for posting items on the APIC MN website.

PROCEDURE

1. Guideline for Website Submissions

Submission	Standing	Special	Requires Approval	Review Process	Submitted By	Disposition of Document	Posting Responsibility on Website
APIC Policies	X		No	BOD	Secretary	Replace with update	Communications Director
Bylaws	X		No	BOD	Secretary	Replace with update	Communications Director
Educational Opportunity		X	Yes	Communications Director	APIC member / sponsor	Delete after date of event	Communications Director
Internet Resource Link		X	Yes	Communications Director	APIC MN member	Replace with update	Communications Director
Meeting Minutes	X		No	BOD	Secretary	Archive after one year	Website Editor
Membership Roster	X		No	Communications Director	Administrative Assistant	Replace with update	Administrative Asst

News&Views	X		No		Communications Director	Archive after one year	Communications Director
General Meeting Power Point Presentation		X	Yes	Communications Director	APIC member	Delete from public view one year after date of submission	Communications Director
Annual Conference Power Point Presentation		X	Yes	Communications Director	APIC member	Delete from public view one year after date of submission	Administrative Asst

2. Documents for inclusion on website will be sent ready for posting to appropriate person per Guideline for Website Submissions.

- a. Documents may be submitted as Microsoft Word, Excel, or PowerPoint documents or shared as google files. The Website Editor will convert documents to Adobe pdf files as appropriate before posting. Preferred font and size: "Ariel," 12 point size for straight text and 9 point size in header and/or footer.
- b. Margins: set at least 1 inch on right, left, top, and bottom.
- c. Header: Set header and footer to 0.6. Pagination problems can occur if set smaller.
- d. Formatting: Auto-formatting is preferred since it will convert to Adobe more easily. Document should be sent as "clean" as possible (i.e., no manual formatting).

3. Photos

- a. Photos for APIC MN website shall be 300Wx250H pixels for the homepage and 250Wx250H pixels for any other webpage
- b. Photos should be submitted in jpg format.

4. Links to other websites will be sent ready for posting to the appropriate person per Guideline for Website Submissions.

- a. Specific web addresses and language desired for links will be provided. EXAMPLE: a link to national APIC would be submitted as www.apic.org with a language example of "National APIC" or "Click here for www.apic.org (National site). "
- b. Specific language desired for links to documents will be provided with the document. EXAMPLE: a link to a Basic Infection Prevention Course (BIP) brochure would say "Click here for BIP brochure" or "BIP Brochure."

5. Specific requests for language changes or additions to web pages will be sent to the appropriate person per Guidelines for Website Submission.

- a. Request will specify why change is desired or needed, where in the document the change needs to be made and the correct information to be placed in the document/web page.

6. Links on the website will be tested at least quarterly by the Website Editor to ensure

they still direct users to the correct website/webpage.

7. Non-APIC MN web links will include this disclaimer language: "Attention: This link is not associated with APIC MN or the APIC MN Website. The views and information offered on external websites do not necessarily reflect the views of APIC MN."
8. Advertisements will no longer be accepted for posting on APIC MN website.

ATTACHMENTS & RELATED FORMS: None